

October 2, 2002

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

**STATUS REPORT: ECONOMIC ACTION PLAN - SHORT-TERM ACTIONS TO
STREAMLINE COUNTY PERMIT PROCESSING**

On February 26, 2002, on motion of Supervisor Antonovich, your Board directed the Chief Administrative Officer, in conjunction with the Los Angeles County Citizens' Economy and Efficiency Commission and the Departments of Health Services (DHS), Public Works (DPW), and Regional Planning (DRP), and the Consolidated Fire District (Fire), to report back on the status of short-term actions to streamline the County's various permitting processes. The short-term actions were outlined in a report to your Board dated January 31, 2002 (attached). An interim status report was provided to your Board on June 26, 2002. This report is the second status report. A next status report will be due in September 2003; however, we will provide interim reports as appropriate to keep your Board informed about the progress of the efforts.

Short-Term Actions (3-6 months)

Action 1.1. Evaluation of funding options to finance additional positions in DRP that can be co-located with DPW in their field offices.

Status: As reported on June 26, 2002, DRP estimates that 18 additional positions, at an estimated annual cost of \$1.5 million, are required to restore zoning counseling and planning advisory services to the public at additional key DPW field offices such as Arcadia, Antelope Valley, Calabasas, East Los Angeles, Florence-Firestone, La Puente, Lomita, San Gabriel Valley, Santa Clarita, and South Whittier. Staff would be apportioned among the DPW field offices based upon the actual volume of work, and would work a 5/40 schedule to match DPW field office hours.

DRP submitted a request for some of these positions with its Fiscal Year 2002-03 budget request, but the request was not funded due to other County priorities and overall curtailments. DRP and DPW are now preparing a proposal to increase fees to offset these costs as well as other streamlining efforts. Their efforts will involve consultation with industry representatives prior to submission of the increases to your Board for consideration. It was originally intended to have the fee proposal filed for your Board's consideration in late summer 2002, however, it has been delayed due to the need to include consideration of fee increases for other activities such as incorporating DRP, Fire, and DHS/Environmental Health in the automated permit software system that DPW is implementing. The fee increases will be presented to your Board in time to be effective for the 2003-04 fiscal year.

Action 1.2: Selection of a vendor to automate DPW's permitting processes.

Status: On June 18, 2002, your Board approved a contract with the vendor Accela to purchase the Kiva Development Management System known as eDAPTS. The vendor has recently submitted a report and cost estimate to integrate DRP, DHS, and the Consolidated Fire District into the automated permitting process. The four departments will meet within the next couple of weeks with the CIO and CAO, to evaluate options to fund the integration including fee increases. Integration of DRP, Fire, and DHS/Environmental Health into the system is critical. Determination of whether or not eDAPTS can entirely replace or link to current systems will be analyzed by the vendor. The need for an automated permitting system has also been determined as a part of the audit of the La Vina Project in Altadena, which is being completed, by the Auditor-Controller and CAO pursuant to direction by your Board.

Action 1.3: Evaluation of business processes for compatibility with the proposed automated permitting processes.

Status: As noted under the status for Action 1.2, the vendor has recently completed a report evaluating integration of business processes in DRP, DHS/Environmental Health and Fire into the DPW automated permitting process. Integration of DRP and DPW, including appropriate realignment of business processes is considered essential for the automated permitting system to have its intended effectiveness.

Action 1.4: Initiation of a work group to carry out the elements of the action plan and to become potential users of DPW's automated permit system.

Status: The CAO has convened the work group and it is meeting as needed.

Long-Term Actions (6-18 months)

Action 2.1: Implementation of automated permitting system.

Status: Implementation in DPW began in June 2002. Currently the vendor is conducting a "fit analysis, re-engineering" with DPW to review and modify DPW's business processes so that the effort results in an improved, as well as an automated, permit processes.

Action 2.2: Expansion of one-stop shops, where the public can access all permitting agencies in a single location.

Status: As reported in our June 26, 2002 update, DRP added an extra one-half day per week of services at the DPW Building and Safety Lancaster field office. As noted in Action 1.1 above, other staffing enhancements have been determined, however, funding has not been identified.

Action 2.3: Conversion of DRP manual zoning map system to digitized computer maps.

Status: DRP has developed a zoning map conversion and integration project that includes eight geographic phases over a two-year period. The first phase pilot covering the unincorporated community of Altadena is 40 percent complete. The second phase, which will be contracted, is estimated to commence in March, and will encompass the Antelope Valley. Other phases in chronological order are: Santa Clarita Valley, Santa Monica Mountains North, Coastal Plan, East Los Angeles, Hacienda - Rowland Heights, and the Valinda corridor which is called Avocado Heights. The cost of the project is estimated at \$1.76 million and is financed through the joint support of DPW, DRP and the County's Information Technology Fund. This project is also critical to the permit processing automation.

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Action 2.4: Conversion of selected discretionary permits to ministerial permits so that time and cost of the public notice and hearing process can be eliminated.

Status: Funding to conduct this project in a comprehensive manner, estimated at \$340,000, has not been identified. Therefore, DRP is proceeding on a case-by-case basis using in-house staff.

As noted, further interim status reports will be provided as project accomplishments or other actions occur. We will provide a final status report in September 2003. If you have questions, please contact me or your staff may contact Lari Sheehan at (213) 974-1174 or Dorothea Park at (213) 974-1319.

DEJ:LS
MKZ:DSP:os

Attachment

c: Sheriff
Assessor
Executive Officer, Board of Supervisors
County Counsel
Chief Information Officer
Fire Chief
Director and Chief Medical Officer of Health Services
Director of Public Works
Director of Planning
Treasurer and Tax Collector